

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT VACANT	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Division of Home and Community Living	4. UNIT NAME Older Adult Programs Branch
5. CLASSIFICATION Staff Services Manager III	6. POSITION NUMBER 797-720-4802-950

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

9. DESCRIPTION
<p>Under the general direction of the Deputy Director, Division of Home and Community Living, the Branch Chief of the Older Adults Program Branch A Staff Services Manager III (SSM III) provides critical programmatic leadership to support cross systems collaboration toward integrated and innovative services for older adults, people with disabilities, families, and their caregivers.</p> <p>The incumbent will supervise all program management staff funded by the Older Americans Act (OAA) and the Older Californians Act (OCA), including Supportive Services, Nutrition Services, Evidence-Based Disease Prevention and Health Promotion, Family Caregiver Support, Older American Community Service Employment, and Health Insurance Counseling and Advocacy, as well as additional grants and/or programs as assigned. Duties include:</p> <p><u>Essential Functions:</u></p> <p>40% Responsible for management, personnel, fiscal, planning and program leadership for OAA and OCA programs.</p> <p>Supervises four Staff Services Manager II's with subordinate supervisors and a large number of technical staff (40+ FTEs) in the HICAP Bureau; Supportive Services Bureau; Nutrition & Wellness Bureau, Planning, Monitoring, & Data Bureau.</p> <p>Provides a high degree of subject matter expertise on policy and program, including state interagency/department stakeholder management and communications leadership, in both</p>

operational management and strategic planning for current programs and in the development of new statewide programs. Responsible for program and policy evaluation and recommendations on legislative and fiscal matters to the Deputy Director and the CDA Executive Team.

Serves as a subject matter advisor, as requested by the Deputy Director, to CDA staff, local partners, and other stakeholders regarding the needs of older adults and adults with disabilities to develop and implement new programs or initiatives in response to those needs.

30% Research best practices and innovations in OAA and OCA programs, in order to develop analyses and recommendations on opportunities for improvement to OAA/OCA program management; develops communication and implementation plans and progress reports on program improvements and innovations. Partners with the 33 Planning and Service Areas of the Area Agencies on Aging (AAA) to support innovation and best practices in service delivery.

Develops presentation materials for the Division, and as needed, presents on key issues at external stakeholder meetings and contributes to the development of program related technical assistance and training content. (e.g., webinars, program and policy standard operating procedures.)

20% Consults with OAA and OCA program management on the development, implementation, and monitoring/oversight of strategic plans. Provides training and skills development to the CDA staff using resources from and collaborating with the Administration for Community Living and subject matter experts from partner departments and agencies in the state and nationally.

10% Conducts Division projects and miscellaneous assignments at the discretion of the Deputy Director.

Working Conditions:

Due to the COVID-19 pandemic, CDA staff are temporarily working remotely per the state's emergency telework policy until further notice. The physical work location of the position is designated at the department's headquarters location, a two-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

- Up to 20% travel, including local, in state and out of state required.